



AMENDED* **CAREER OPPORTUNITY**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-05-17R

POSITION TITLE: Railroad Safety Inspector (Trainee),
GS-2121-5/7
Full Performance Level: GS-12
Note: This position has special requirements. See
page 3.
Salary: GS-5 - \$24,677 to \$32,084;
GS-7 - \$30,567 to \$39,738 per annum (This is
base pay; locality pay will be added based upon
duty location)
***Amended to correct base pay.**

POSITION LOCATION: Federal Railroad Administration
Office of Safety
Cambridge, MA; Lester, PA; Baltimore,
MD; Atlanta, GA; Chicago, IL;
Ft. Worth, TX; Kansas City, MO;
Sacramento, CA; Vancouver, WA

AREA OF CONSIDERATION: FRA Wide (FRA status candidates and
FRA candidates eligible for certain special appointing authorities. Candidates
eligible for consideration under the Career Transition Assistance Program
also may apply.)

OPENING DATE: 02-14-05

CLOSING DATE: 03-08-05

NUMBER AND TYPE: Multiple Full-Time Permanent Positions
May Be Filled From this Announcement

Note: These Railroad Safety Inspector Trainee Program positions are being
filled under the FRA's Upward Mobility Program.

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service
(i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

Summary Of The Essential Job Functions: As a Railroad Safety Inspector (Trainee), GS-5, you will:

- Receive classroom and on-the-job training regarding the application of Federal safety standards and regulations related to railroad operating practices, recordkeeping and equipment.
- Receive classroom and on-the-job training in basic inspection and testing techniques for safety appliances, track geometry, switches, and all other aspects of railroad equipment and operations.
- Assist higher-graded inspectors by performing routine tasks such as obtaining routine documents such as train consists and time-tables and preparing routine inspection reports.
- Assist higher-graded inspectors in taking measurements of track gage and cross-level, checking wheel flange and timing relays, and performing other routine tasks.

Summary Of The Essential Job Functions: As a Railroad Safety Inspector (Trainee), GS-7, you will:

- Receive in-depth classroom and on the job training in such areas as: the specialized operations, equipment and recordkeeping of various types of railroad service; the problems of each type of service as it relates to railroad safety; and the fundamentals of railroad accident investigation.
- Receive training concerning Federal safety standards for locomotives, airbrakes, track structure, signal and train control systems, as well as other electrical or mechanical systems used by railroads.
- Receive training in the inspection of shipper facilities for proper loading of hazardous materials.
- Perform limited portions of inspections, complaint investigations, and accident investigations.

- Inspect groups of freight cars for safety appliance defects, interview minor witnesses and take signed statements.
- Check hazardous materials shipments for proper placarding and placement in the train.
- Conduct routine reviews of personal injury, hours of service, or repair records for compliance with Federal regulations.
- Observe switch tests and inspect switch mechanisms for proper maintenance.
- Prepare inspection and complaint reports or portions of accident reports, and answer inquiries from railroad employees and the general public regarding Federal safety regulations and reporting procedures.

What Are The Minimum Qualifications For This Position?

You must be serving in a one-grade interval position, in grades GS-5 through GS-9, under a career or career conditional appointment, or an excepted position under the special appointing authority for persons with disabilities or under the Veterans Readjustment Appointment. You must possess an overall background of sufficient level and quality to indicate the potential ability to perform successfully in the target position and the ability to profit from the developmental experience. You may not be promoted to enter the Upward Mobility Program.

What Are The Desired Knowledge, Skills, Abilities And Other Characteristics For This Job?

- Learning Capability
- Dependability
- Initiative
- Cooperation
- Analytical Ability
- Communication Skills

Other Special Job Requirements

- These are Upward Mobility Program positions with the selectees entering the Railroad Safety Inspector Trainee Program as Railroad Safety Inspectors, GS-2121-5 or GS-2121-7. Participation in the program will include both on-the-job and formal classroom training. If filled at the GS-5 level, upon meeting the time in grade requirements and successful performance in the GS-2121-5 position, the incumbents will be promoted to the intervening position of Railroad Safety Inspector, GS-7. After meeting the time in grade and qualification requirements and successful performance in the GS-7 position, the incumbents will be promoted to the target position of Railroad Safety Inspector, GS-2121-9 in one of the five Inspector disciplines (i.e., Operating Practices; Signals and Train Control; Track; Motive Power and Equipment; Hazardous Materials).
- These positions have promotion potential to the GS-12 grade level. Advancement above the GS-9 level will be made after qualifications, time in grade and performance requirements are met. The selectee must be willing to relocate to any location in the United States based upon the future needs of the FRA, and will be required to sign a Mobility Agreement as a condition of selection to the position. However, before promotion is made to the GS-12 grade level, trainees will be required to apply and be

selected for permanent assignment to a GS-12 position vacancy under merit staffing procedures and in accordance with the Memorandum of Agreement between the FRA and AFGE Local 2814.

- Overnight and air travel are required.
- If selected, you will be required to possess a valid State drivers license at all times while employed by the FRA in order to perform the duties of the position.
- If selected, you must pass a Drug Test prior to appointment unless you are presently employed in a DOT position that requires drug testing. In addition, once you move into a Railroad Safety Inspector, GS-2121-9 position, you will be subject to random drug testing.
- The position requires extensive travel.
- Work Environment: Most of the inspection work takes place at railroad switching yards and repair facilities where employees are exposed to dust and grease from the trains, moving equipment on several tracks, and a variety of weather conditions including snow, rain, and below freezing temperatures. Employees inspect freight cars or track at large classification yards where cars are rolling freely onto tracks adjacent to or on the line being inspected. Employees must be constantly alert for wide loads, derailments, and any unsafe operating practices by railroad crews involved in moving rail cars within the yard. Employees' work involves exposure to potentially dangerous situations requiring the exercise of caution and good judgment. Employees inspect hazardous materials cars and the work requires exposure to poisonous, explosive and other hazardous shipments which could be leaking from containers or be suddenly ignited through improper or careless handling. Employees wear safety shoes and hardhats in most areas and goggles in some types of repair shops. As a trainee, the employee is always accompanied by a senior inspector who looks out for the trainee's safety and assures that the employee is not exposed to the most dangerous aspects of railroad inspection work.

How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?

The evaluation process will consist of an evaluation of the supervisory assessment form (attached to this announcement), applicable experience, education, training, awards, the narrative statement, and current performance appraisal. Part of the evaluation process also will be an interview.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. Depending on whether the position you are applying for is permanent or time limited, you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)

- If you can be appointed under a special appointment authority, please let us know on your application the special appointing authority for which you can be considered. You must submit proof of your eligibility for a special appointment authority.
- Transportation and travel expenses will NOT be paid.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, which is generally the case for Railroad Safety Inspectors, the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.

How To Apply For This Position

- 1) You must submit your current Resume, an OF-612 (Optional Application for Federal Employment), or SF-171 (Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.” **Please be sure to indicate the grade level(s) for which you are making application.**
- 2) **You must complete the attached Geographical Location Preferences form.**
- 3) You must submit a Narrative Statement, not to exceed one typewritten page, describing your interest in the Upward Mobility Program position, career objectives and evidence of self-development.
- 4) A complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- 5) You must submit the attached Supervisory Assessment of Potential Form. This form should be completed by your current supervisor.
- 6) To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. You also must meet the job’s minimum qualifications and rate at least Highly Qualified on the crediting plan for each knowledge, skill and ability requirements that is listed in this announcement.

Where To Send Your Application

- You may mail or deliver your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, N.W., 6th Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is 202/493-6169. We will not accept applications faxed from a Federal Government fax machine. You may email your application to renee.clark@fra.dot.
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

Questions?

Call Renee Clark at 202/493-6117 or TDD 202/493-6487 or 6488, or email at renee.clark@fra.dot.gov. Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra informacion sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

FRA UPWARD MOBILITY PROGRAM
ASSESSMENT OF POTENTIAL OF AN
UPWARD MOBILITY CANDIDATE

Name of Candidate	Position Applied For	Announcement Number
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INSTRUCTIONS:

- To Candidates: This Assessment Form must be completed and returned, along with the other application forms, to the Office of Human Resources by the closing date of the announcement.
- To Supervisor: The candidate named above is applying for placement consideration under the FRA's Upward Mobility Program. To assist in the selection process, information is needed from you concerning this candidate. Based upon your observation of the candidate's skills, abilities, work behaviors and personal characteristics, please provide your assessment of the employee on this form of his or her potential to perform successfully in the target position of Railroad Safety Inspector, GS-2121-9.

SUPERVISORY ASSESSMENT OF POTENTIAL**PART I.**

LEARNING CAPACITY: Able to interpret and understand job procedures, instructions, explanations, written regulations. Quickly comprehends work problems and applies previously learned solutions or researches new methods.

☐ Not True ☐ True ☐ Very True ☐ Unknown

DEPENDABILITY: Punctual. Attendance is regular. Accepts responsibility and can be counted on during peak periods.

☐ Not True ☐ True ☐ Very True ☐ Unknown

INITIATIVE: Takes action without specific guidance or instructions. If presented with problem, on own initiative, researches manuals, orders, etc., to find solutions. Does not need constant supervision.

☐ Not True ☐ True ☐ Very True ☐ Unknown

COOPERATION: Able to function as a team member; willing to accept responsibility and work toward common goal.

☐ Not True ☐ True ☐ Very True ☐ Unknown

ANALYTICAL ABILITY: Examines a situation, draws concrete conclusions, and proceeds with action.

☐ Not True ☐ True ☐ Very True ☐ Unknown

COMMUNICATIVE SKILLS: Able to express himself/herself in correct and clear grammatical and logical language. Both written and oral expressions are concise and effective.

☐ Not True ☐ True ☐ Very True ☐ Unknown

PART II.

Please make comments not covered that may relate to the candidate's ability.

SUPERVISOR'S SIGNATURE/DATE

**GEORGRAPHICAL LOCATION PREFERENCES FOR THE
RAILROAD SAFETY INSPECTOR TRAINEE PROGRAM**

Positions under the Railroad Safety Inspector Trainee Program may be filled in any of the duty locations listed below. Please indicate your preferences of those areas to which you would be willing to be located, using "1" as your first preference, in the space provided next to the geographical duty locations. You will be referred for employment consideration for your first three duty location preferences only, unless there are insufficient candidates for other duty locations.

Cambridge, Massachusetts	_____
Lester, Pennsylvania	_____
Baltimore, Maryland	_____
Atlanta, Georgia	_____
Chicago, Illinois	_____
Fort Worth, Texas	_____
Kansas City, Missouri	_____
Sacramento, California	_____
Vancouver, Washington	_____

Please note that you will be responsible for any travel and transportation expenses you incur in locating to your first assigned duty location.

Name of Applicant

Date